

Brickyard News

Louisiana Property Assistance Agency

This edition includes:

- Web Surplus Available
- New Login Method
- Unlocating Assets
- Relocating Assets
- FY06 MV-2s
- Important Reminders
- A Note from the Auditors
- Transfer Hints



Auction Information

The next two auctions will be on March 12, 2005 and April 9, 2005. Remember you can view the items on auction three days prior to the auction date. For a copy of the auction brochure and auction listing, please view our website the week of the auction.

Training

LPAA holds one Protégé Training class and one Rules and Regulations training class each month. If you are interested in enrolling, the request form can be found on LPAA's website. We encourage all new users to attend the Protégé Training. The Rules and Regulations class is helpful, not only for property managers and liaisons, but for agency and section heads.

www.state.la.us/lpaa

Web Surplus Available

LPAA released the new Web Surplus module in July 2004. This is an online service designed for state agencies and preference buyers to view surplus items in the LPAA warehouse. It will allow agencies to put items on hold, to be placed on a waiting list for particular items, and to view photos of vehicles and large items. Web Surplus was previously available for Property Managers only, but now other employees can obtain authorization to view property.

There is a form, posted on LPAA's website, that must be completed and signed by the Property Manager to obtain access to Web Surplus.

Select a category to browse:

Category Description
AGRICULTURAL, ELECTRICAL & MECHANICAL EQUIPMENT
AIRCRAFT EQUIPMENT
CONSTRUCTION EQUIPMENT
COPIERS & PRINTING EQUIPMENT
LAW ENFORCEMENT EQUIPMENT
MARINE & WATERCRAFT
NON-MOVEABLE PROPERTY
RADIO, AUDIO, & VISUAL EQUIPMENT
RECREATION & ATHLETIC EQUIPMENT
RESEARCH, EXPERIMENTATION & TRAINING EQUIPMENT
TRAILERS & TRAILER CONTAINERS
VEHICLES

A screen print has been provided to show which types of items are available on Web Surplus. The module is set up much like Protégé with a search field, "view cart" screen, and support button. Please call Rebecca Kleinpeter at 225.342.6853 for further information.

New Login Method

Due to changes with password security, Protégé users now log into Protégé from the home page of Incircuit. In the bottom right corner of the screen is a "Customer Login" box. If it does not already contain fields to enter your ID, password, and database, simply click "Asset Management" then you will be able to fill out your ID and password.

As mentioned in the January issue of Brickyard News, passwords must be changed every 30 days. The password credentials are as follows:

- Password must not include any spaces.
- Password must be at least 6 characters long.
- Password must have at least one letter.
- Password must have at least one digit.
- Password must not contain more than two consecutive repeated characters.
- Password must not contain your name, initials, username, or their reverse.
- Password must not be any of the previous three passwords.

If you get locked out of your Protégé account, you can contact Chad Beard through email at chad.beard@la.gov to have your password reset. Keep in mind your password is now case sensitive. This means if your password is "Brown8" you must capitalize the "B" each time you log in. You will receive an email from Incircuit each time you change your password.

Protégé is used in numerous states, this is where the database field derives from. You are using the Louisiana version of Protégé so your database is "LA."

If you have any further questions about the login process or password changes, contact Chad Beard at 225.342.6864.

Helpful Transfer Hints

With so many different types of transfers to be done, it can be unclear what information is needed in the remarks section. Transfers that need to be scheduled, such as delivery or pick-up, would need specific information, inventory adjustments or items to be scrapped would need explanations. Keep the following in mind while doing transfers.

- Transfer to Surplus (Picked-Up)—In the remarks section you will need to put a contact name, contact email address, contact phone number, and physical address of property to be picked-up. Jack Bowden will contact you to schedule the pick-up. Do not ask the driver to pick-up property that he does not have paperwork for. If you need items added to a pick-up, and the items are already on an approved transfer, then you must contact Jack Bowden at 225.342.3407 prior to the drivers arrival.
- Transfer to Surplus (Delivery)— In the remarks section you will need to put a contact name, contact phone number, and estimated date of delivery. Dedra Matthews will contact you to schedule the delivery. At the time of delivery, each item must be clearly marked with the transfer number. The most recommended way to clearly identify each item is to use a mailing label with the transfer number and asset printed on it. The LPAA Warehouse will only accept items that are previously approved on a transfer. Dedra can be contacted at 225.342.3194 for any questions with deliveries.
- Interagency Transfers—The remarks section for interagency transfers can be used to notify the receiving property manager of the items being sent.
- Transfer for Inventory Adjustment— In the remarks section you will need to explain the reason for the adjustment. For example, if an item was defective and returned to the manufacturer, you would put “returned to vendor—hardcopy to follow.” Then you will need to forward all supporting documentation to the attention of Floyd Rector at fax number 225.342.6891.
- Transfer for Scrap— For items that your agency is requesting to scrap, in the remarks section give an explanation of the condition of the assets (i.e. “Broken beyond repair”) and forward pictures of the items to Floyd Rector through email (floyd.rector@la.gov) or by fax.
- Transfer for Dismantled for Parts— The most common reason to dismantle an item for parts is that the item is broken beyond repair, but the parts can be used for like items. You will need to explain your reasoning in the remarks section.

Remember that the transfer is binding. According to LAC 34:VII.501.C an approved transfer shall be used as the authority to transfer, scrap, dismantle, or otherwise remove an item from your inventory. At times LPAA will void transfers and recommend other dispositions. For example, if your agency requests to scrap a boat motor, it is at the discretion of LPAA to reject (void) that transfer and request you to surplus the boat motor. Always check the status of your transfer before taking action to ensure the transfer has been approved.

Unlocating Assets

Unlocating an asset is a function that comes with much confusion. When you discover that an item is missing, whether it be during inventory or during regular business operation, you must notify LPAA per LAC 34:VII.305.D. One way of doing this is to unlocate the asset in the Protégé System, then print the report specified for unlocated assets. Lets walk through the steps to unlocate an asset.

- First you will need to call up the asset by going to Asset > By Asset Number and entering in the asset.
- Once the asset detail screen appears you will notice at the bottom right, the status of the asset should say Active.
- In the “Unlocated Year” field, simply type in the current year.
- When you click “Save,” Protégé changes the status field.
- If you recall the asset again, the status will say “Unlocated.”

**** A change request should never be done to unlocate an asset. ****

Relocating Assets

- When you find an asset that is currently unlocated in Protégé, you need to notify LPAA.
- To do this you will need to do a change request. Notice the small gray box with an envelope on it. Clicking that icon will bring up a Change Request Form.
- Select “Active” and in the remarks put “found”, then click submit.
- This will send a request to LPAA to make the status active. Remember that it will not become active until LPAA reviews and approves the request.

FY 06 Request for Personal Assignment or Home Storage

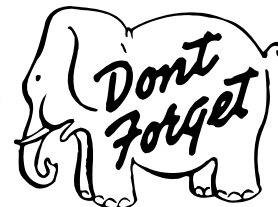
The fiscal year 2005 will soon draw to a close. We encourage agencies to begin sending in their MV-2s (Request for Personal Assignment or Home Storage). LPAA has posted a new form on our website that can be completed online, printed, signed, then mailed to LPAA. If there has been no change to the vehicles or persons who have approved personal assignment or home storage from fiscal year 2005, then a list with the driver's name, asset number of vehicle, and assignment type will be sufficient to update the records. If you have any questions, contact Bobby Hill at 225.342.6855 or your auditor.

A Note from the Auditors


1. Annual certification reports must contain the following:
 - The Annual Certification Form (available on our web site--www.state.la.lpaa/onlineforms.htm)
 - A copy of the last page of the Certification Report
 - An Unlocated Report
 - After noting all unlocated property for the current year and relocate any property found, run the unlocated report before doing a 3rd Year Discrepancy Transfer
 - A Transfer for 3rd Year Discrepancy (if applicable)
 - Include any other documentation necessary
2. If you have recently revised your property location index or internal procedures, please send a copy to your auditor. Internal procedures must contain the following criteria: receipt and tagging of property; updating the Asset Management Computer System (Protégé); conducting the annual physical inventory; transfer/relocation of property; disposal of property; location code index; and maintenance of files and records.
3. MV-7 reports on personal mileage reimbursement should be sent monthly to the State Fleet Manager, Bobby Hill. See Fleet Management regulations LAC 34:XI.103.2.f. Vehicle Operations(d). This form can be completed online and emailed to Mr. Hill.

Important Reminders:

- Vehicle information must be input no later than **30 days after the month to which the report pertains. LAC 34:XI.2.g.i.c. If you need assistance entering vehicle mileage or maintenance, please attend a Protégé Training Class or contact your auditor.**
- Don't forget to send a copy of your annual certification report to the Legislative Auditor, P O Box 94397, Baton Rouge, LA 70804-9397
- The description field in Protégé is the one that identifies property in reports. During inventory time, this field can be utilized in identifying property. If the description field is left blank, then the class defaults as the description. If your agency has multiple chairs on inventory and you do not put a description, it defaults to "chair." Wouldn't it be easier to find a "Blue High Back Rolling Chair" at inventory time, rather than just a "chair?"



Multiple Agencies?

For those of you who have access to multiple agencies, Protégé has added a new feature that will make adding assets and creating transfers much easier. This feature works similar to the new class code feature, which allows you to type in the field and avoid the large look-up. For example, when a person who has access to multiple agencies attempts to add an asset, the agency number defaults to their primary agency number. To change the agency, type the correct agency number in that field then click the tab button. When you click tab, the agency name and number appears in the field and allows you to proceed without doing a large look-up. If unfamiliar about what a large look-up is, it is the button to the right that brings a pop-up search  screen.



See Jane. Clearly mark each item sent to surplus with the transfer number and the tag (or non-tag number). This helps with confusion during pick-ups and deliveries to surplus.

HAPPY ST. PATRICK'S DAY